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# MANAGEMENT COUNCIL NEWSLETTER

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Issue #28  
January 23, 1976

FEB 14 76

MR. JOHN J. KEANEY, DIRECTOR OF THE OFFICE OF OPERATIONS AND A KEY MEMBER OF THE MANAGEMENT COUNCIL, DIED ON JANUARY 12, 1976. His career in USDA began in 1958, as a GS-5 Management Intern and Staff Accountant. Mr. Keaney's record exemplified the best in public career service. He played a major role in establishing the first successful Department-wide payroll and personnel reporting system in the Federal Government. He also effected a multitude of improvements in the Department of Agriculture printing, copying, automated mailing lists and central supply operations. He received the Department's Service Award and Superior Performance Awards. He demonstrated outstanding ability to manage complex organizations efficiently and to maintain a high morale within these organizations. He understood employees' personal needs and concerns, but was honest and direct in handling conflicts between organizational needs and personal desires. His professional competence was widely acknowledged at all levels of the Department of Agriculture, the General Services Administration, and other Federal departments and agencies.

John Keaney's contributions and influence will long be remembered by those who served with him, for he cared deeply about people and the service he could provide to the Department, the federal government, and the public he served.

A Memorial Service for John Keaney will be held at St. Thomas a Becket Church in Reston, Va. on Wednesday, January 28 at 8 pm.

USDA CITIZEN ADVISORY COMMITTEE ON CIVIL RIGHTS MET WITH SECRETARY BUTZ ON JANUARY 6 TO SUBMIT FINAL REPORT. Observations and recommendations not technical, but representative of general public reaction to USDA's civil rights performance. Committee appointments expired in December 1975. See Secretary's Memorandum No. 1834 for details of committee activities. (Contact: M. Washington, Jr., OEO, ext. 74256)

SENATE COMMITTEE ON AGRICULTURE AND FORESTRY PLANS TO STRENGTHEN PROGRAM OVERSIGHT FUNCTIONS AND TO DEVELOP STRONG INDEPTH EVALUATION CAPABILITY. Committee staff met with USDA, Congressional Reference Service, GAO and Congressional Budget Office personnel on January 12, 1976 to discuss ways for improving Committee's program oversight function performance. Senators Bellmon and Dole giving special impetus to effort. Emphasis of program evaluation will be placed on assessment of needs, efficiency and effectiveness. Calls for improved information for Committee from policy analyses, ex post program evaluations, management efficiency studies and other sources of information on program performance. Committee Staff now meeting with each participating agency to identify specific strategies and alternatives. Followthrough meeting with Committee Staff and Department representatives scheduled in Mr. Bolduc's office on January 26, 1976. (Contact: John Fedkiw, OMF, ext. 77963)

PRESIDENT FORD'S FY 1977 BUDGET PROPOSED LOWERING USDA SPENDING BY OVER \$3.4 BILLION.....Asked Congress to decrease USDA outlays from \$14.2 billion (current estimate for FY 1976) to \$10.8 billion in FY 1977 and to reduce budget authority by almost \$2.9 billion - from \$14.7 billion to \$11.8 billion respectively. Refer to chart on facing page for comparison of budget outlays for FY 1969 through FY 1977 by major category. (Contact: B. Gardner, OMF, ext. 75901)

USDA'S FY 1975 BUDGET HEARINGS BEFORE HOUSE AND SENATE APPROPRIATIONS COMMITTEES TENTATIVELY SCHEDULED.....Secretary Butz and staff to open hearings on February 17, 1976. Current schedules of each Agency's hearings distributed by OMF (Notice OMF-B-42). Agency heads will be notified immediately of changes in date, time or location. (Contact: B. Barham or B. Gardner, OMF, ext. 75901)

OEO EVALUATING SEVERAL MEASURES TO BECOME MORE EFFICIENT AND RESPONSIVE.....

- Using computerized data currently stored by other USDA Agencies to:
  - Highlight civil rights patterns and trends.
  - Help identify areas of potential high payoff regarding recipient complaints.
- Combining Contract Compliance Division and Compliance and Enforcement Division field offices (with Service Centers) to increase travel budget effectiveness and civil rights survey productivity.
- Providing training for Government Contractors in preparation of Affirmative Action Plans.
- Methods to increase number of CCD on-site/off-site reviews. Will work very closely with Labor's Office of Federal Contract Compliance.
- Modifying current Civil Rights Review Guides to shorten individual survey time including Cluster Sampling Techniques as an addition to present survey methodology.

(Contact: M. Washington, Jr., OEO, ext. 74256)

USDA AGENCIES REPORT 413 FORMS AND REPORTS ELIMINATED OR IMPROVED AT AN ANNUAL ESTIMATED SAVINGS OF ALMOST \$512 THOUSAND.....Further reductions and savings expected as campaign continues:

	<u>NUMBER</u>	<u>ESTIMATED SAVINGS</u>
<u>FORMS</u>		
Eliminated	304	\$396,585 a/
Improved	44	5,253
<u>REPORTS</u>		
Eliminated	38	27,790
Improved	27	82,283
	<u>413</u>	<u>\$511,911</u>

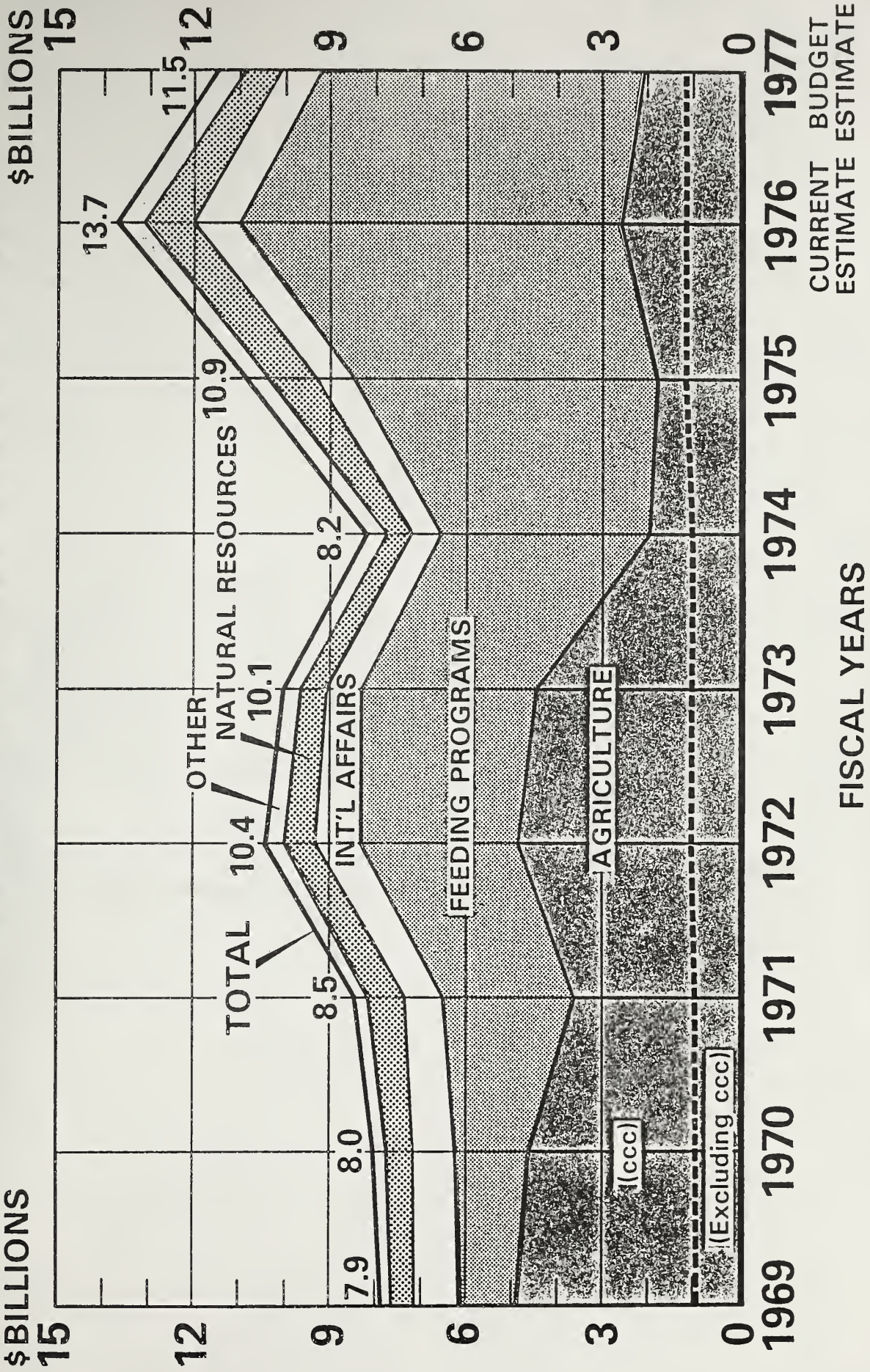
a/ Estimated cost of using forms which had printing costs of \$11,351.  
(Contact Pete Doyle, OMF, ext. 75725)

REQUEST FOR DELEGATION OF PROCUREMENT AUTHORITY FOR UNIVAC 1100/42 FORWARDED TO GSA ON JANUARY 12.....Recommended in ADS feasibility study to upgrade Fort Collins Computer Center's UNIVAC 1108 on interim basis. (Contact: Ray Long, ADS, ext. 74789)



# USDA OUTLAYS

## 1969 - 1977 (Excluding Revolving Loan Funds)





OA CHECKS FOOD STAMP ACCOUNTABILITY..... Follows October OA discovery that food stamp vendor had failed to deposit large amount of cash from stamp sales. Fourteen more cases found for total shortage of more than \$8 million. OA task force now identifying all potential cases of nondeposit or seriously late deposit of food stamp funds. Auditors next to check food stamp inventory procedures, performing full inventory of food stamp stocks where vendors have faulty procedures. Accountability program to be completed March 31. (Contact: D. V. Robertson, OA, ext. 74748)

SECRETARY BUTZ ADOPTS COUNCIL'S RECOMMENDATION IN LETTER TO PRESIDENT'S EXECUTIVE INTERCHANGE COMMISSION..... Noted that USDA had been inactive participant but will review resumes Commission sends us. Pointed out that, because of potential for conflict of interest, all candidates should be carefully screened to avoid problems if they are appointed. (Contact: E. Toth, OP, ext. 76104)

#### MANAGEMENT COUNCIL HIGHLIGHTS.....

#### SPECIAL JANUARY 14 MEETING.....

- ... OMF outlined tentative FY 1977 Budget presentation schedule; cautioned council members that agency heads should plan to be in town the day before, during and after their scheduled Congressional Hearing dates; and reminded them that draft statements should be in OMF 7 days before hearings.
- ... OO Reported that complaints about mail service are being followed up and described problem areas that will be investigated.
- ... Ass't Secretary Wright presented Department's Washington Headquarters office space utilization plan. Any comments about the action plan should be prompt to be considered.

#### JANUARY 22 MEETING

- ... Mr. Bolduc itemized and discussed potential agenda for next Management Council Conference. Council Member's recommendations on agenda DUE TO MR. BOLDUC EARLY IN WEEK OF JANUARY 26.
- ... Mr. Bolduc reported his finding on review of controlled correspondence program (see highlights of December 18 meeting). Will meet with individual agencies to discuss their current correspondence problems and expects draft of revised procedures in 2-3 weeks.
- ... APHIS described current monthly team building sessions and invited Council members to participate at future meeting if invited.
- ... OP outlined Health Hazard Awareness program they are studying and asked agency cooperation.

DUE DATE REMINDER..... Comments on ADS position paper concerning allocation of direct costs should be submitted to H. Meetze BEFORE NEXT COUNCIL MEETING. (Contact: H. Meetze, ADS, ext. 76275)